

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about competitive pricing for bulk purchases of [specific products or services] from your esteemed company. We are currently evaluating our suppliers and would like to consider a partnership with you based on favorable pricing and terms.

Could you please provide us with your pricing structure for bulk orders, including any discounts available for larger quantities? Additionally, any information regarding lead times and minimum order quantities would be greatly appreciated.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company Name]